

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
ADULT JUSTICE, HOUSING, EMPLOYMENT & EDUCATION SERVICES**

**VACANCY ANNOUNCEMENT**

**Health Program Analyst I**

**THIS IS NOT AN OFFICIAL EXAMINATION  
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY**

The Housing Policy & Development Unit with Countywide Housing, Employment, & Education Resource Development Division is seeking a qualified mental health professional to fill a vacant **Health Program Analyst I** position. Individuals with the payroll title of Health Program Analyst I are encouraged to apply. This unit is responsible for the development, implementation and administration of housing related Mental Health Services Act funded programs and associated housing activities. The individual selected for this position will report directly to the division chief of Housing Policy & Development.

**EXAMPLES OF DUTIES:**

- ❖ Provide oversight of contract compliance and the monitoring functions of the housing programs administered by HP&D.
- ❖ Represent HP&D in meetings with other public and private partners regarding general housing issues and housing monitoring related issues.
- ❖ Develop and maintain program policies and procedures for housing programs administered by HP&D.
- ❖ Act as lead Analyst for the implementation of the MHSA Housing Program and Housing Trust Fund Program.
- ❖ Conduct internal audits of MHSA Housing Trust Fund and the MHSA Housing Programs files in conjunction with unit's Senior Secretary III.

**DESIRABLE QUALIFICATIONS:**

- Knowledge and experience in providing housing services, service planning across various age groups and/or affordable housing development;
- Experience in data collection and analysis for report writing;
- Ability to work as a member of a team and to collaborate with other DMH staff and community-based organizations;
- Strong interpersonal and communication skills – both oral and written;
- Strong organizational skills and ability to prioritize;
- Experience in providing supervision of subordinate staff;
- Flexibility and willingness to alter planned work flow to accommodate the Unit's needs;
- Strong commitment to ensuring a high quality work product; and
- Ability to use Microsoft Office including but not limited to Access, Word and Excel.

Interested individuals are encouraged to email or fax their resume, confirmation of placement on Human Resource's eligibility list for Health Program Analyst I, last two (2) Performance Evaluations and last two (2) years of master time records beginning December 24, 2013:

**ATTN: Ginette Newman-Reed or Reina Turner  
695 S. Vermont Ave. 10<sup>th</sup> Floor  
Los Angeles, CA 90005  
FAX: (213) 637-2336**

**AN EQUAL OPPORTUNITY EMPLOYER**